



MARY BETH BRACKIN
Route 2 Box 39-A Lot 903
Dothan, Alabama 36301
(205) 794-2640

OBJECTIVE:

To secure a responsible and challenging position utilizing my skills and experience.

EXPERIENCE:

- Dec. 1990 - **AUTOMATED CONTROL SYSTEMS, INC.**, 122 Woodburn Drive, Dothan, Alabama. Office Manager/Receptionist. Maintain Accounts Payable, Accounts Receivable, Payroll, Sales Tax, Engineering Job Cost, Cost Accounting and Word Processing on First Choice software. Perform normal Receptionist duties. Typing 65 wpm.
- Present
- Feb. 1990 - **WHATLEY WHITE, INC.**, 300 Murray Road, Dothan, Alabama. Accounting Clerk. Maintained computerized Accounts Payable, Accounts Receivable, spreadsheets on Lotus 1-2-3, Daily Deposits, Bank Reconciliation for Operating and Payroll Account, and closing end of the month Accounting procedures for the trucking industry.
- Nov. 1990
- Nov. 1988 - **RILEY COLLEGE CORPORATE OFFICE**, 4129 Ross Clark Circle, Dothan, Alabama. Accounting Assistant. Maintained computerized Accounts Payable, Accounts Receivable, recording and depositing students tuition and closing end of the month Accounting procedures.
- Oct. 1989
- Dec. 1986 - **GENERAL CIGAR CO., INC.**, 309 6th Avenue, Dothan, Alabama. Clerk. Maintained daily stock reports for two manufacturing plants which included daily production and finished goods. Monthly and yearly inventory and inventory reports for the main office in New York. Weekly Prime Management Reports (spreadsheets) on Lotus 1-2-3 software. Head of the First Aide Department.
- Oct. 1988

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EDUCATION:

Aug. 1988 - RILEY COLLEGE, Dothan, Alabama. Successfully
Feb. 1989 completed the Computer Clerical Course, and
received a Diploma with honors.

Aug. 1982 - REHOBETH HIGH SCHOOL, Dothan, Alabama.
May 1985 Graduated in 1985. Completed the Business
Occupations Education Program, (3 years), with
Accounting, Business Machines, Filing, Typing
and Office Procedures.

PERSONAL:

Health: Excellent
Date of Birth: June 28, 1967
Married with one child

REFERENCES: Available upon request.

DOTHAN/Martin & Brackin 0889
Confidential Subject to Protective
Order